

Initiated: 12/10/82
Reviewed/revised: 9/11/02
Revision: 11

**MILWAUKEE COUNTY EMS
OPERATIONAL POLICY
ROUTINE OPERATIONS**

Approved by: Patricia Haslbeck, MSN, RN
Approved by: Ronald Pirrallo, MD, MHSA
Page 1 of 1

POLICY: Ambulances, kits, equipment will be checked on a routine basis to ensure they are in good working order, completely stocked and decontaminated.

On a daily basis:

- Check and restock all kits and supplies at the beginning of the shift and after every run.
- Ensure that all equipment is in good working order at the beginning of the shift and after every run.
- Maintain the vehicle and equipment in a clean and orderly fashion.
- Return any defective item to the appropriate department for replacement or repair (refer to Equipment Exchange Policy.)
- Count controlled substances and justify with control sheets. Any discrepancy is to be accounted for before the previous shift is relieved. The inability to account for a controlled substance is to be reported immediately to the EMS Supervisor for appropriate action.
- Rotate the batteries in the monitor/defibrillator.
- Document that the monitor/defibrillator was checked for:
 - Paper quantity and feed
 - Calibration signal
 - Operations of all controls
 - Operation of defibrillator.
- Perform a user test on the monitor/defibrillator and file the test results in the appropriate location.
- Check ETCO2 cable integrity and zero the adapter
- Replace the data card when full and forward with patient care records to Milwaukee County EMS Offices.
- Rotate portable radio batteries.
 - Place fully charged battery in the radio.
 - Charge the used battery until the cycle is complete; remove from charger and store.
- Forward EMS run reports to Milwaukee County EMS offices.

On a weekly basis:

- In addition to cleaning the patient area after each run, on the day specified by the fire department, wash the interior of the vehicle, stretcher, stair chair and backboards with phenolic or quaternary compound solution following label directions.
- Clean the exterior and interior vehicle compartments.
- Test the voice and telemetry radio equipment on the assigned day via mobile and portable telemetry radios. Test portable and mobile trunking radios.
- Rotate medications such that waste due to expiration does not occur.

On a biweekly basis:

- On the day determined by the fire department, inventory all supplies and check expiration dates. Prepare a list of needed items.
- Complete the supply order form and fax to the Milwaukee County EMS offices before 1500 on Sunday.
- Receive, check, and store supplies. Rotate stock. Notify EMS Stores Clerk of any discrepancies.

On a monthly basis:

- On the day specified by the fire department, remove all contents of the kits. Check the expiration dates on all medications and fluids. Return expired medications to the Milwaukee County EMS Stores Clerk. Wash out the kits with phenolic or quaternary ammonium compound solution following directions. Dry completely before replacing contents.
- On the day specified by the fire department, remove all medications and fluids from vehicle stock, checking expiration dates. Return expired medications to the Milwaukee County EMS Stores Clerk. Wipe out compartments with phenolic or quaternary ammonium compound solution following directions. Dry completely before replacing contents.
- As scheduled, discharge and recharge all monitor/defibrillator batteries as per manufacturer operational instructions listed in the manufacturer's manual. Any battery with levels of less than 70% displayed after 3 discharge-charge cycles should be brought to the EMS Supervisor for replacement. Note the battery results on the back of each battery.

On a semiannual basis (as directed by Milwaukee County EMS):

- Deliver blood pressure cuffs (adult and pediatric) to Paramedic Base for calibration.